

A-E CONTRACTING BULLETIN 97-16, 22 OCT 97

SUBJECT: ENG Forms 4858-R and 4858A-R

1. I have had a couple questions recently about how to get the subject forms which are used for reporting of the A-E Responsibility Management Program (AERMP; reference: ER 715-1-20, Chapter 7). Here's how to download the forms through the Internet:

- Go to USACE home page (<http://www.usace.army.mil>).
- Click on "Information."
- Click on "F" in alphabetic list of information links.
- Click on "Forms Library."
- Click on "PerFORM Pro Plus."
- Click on which either form number you want - 4858-R or 4858A-R.
- Click on "Save" and save to hard drive.
- Open and complete form using FormFlow software.

2. Reminder: Per para. 7-9 of ER 715-1-20, annual district AERMP reports on ENG Form 4858-R is due to MSCs by 31 October, and annual MSC reports (district ENG Forms 4845-R plus brief cover memo) is due to HQUSACE, ATTN: CEMP-EC, by 30 November.

DON EVICK, HQUSACE, CEMP-EC  
A-E CONTRACTING PROGRAM MANAGER  
202-761-1053/FAX-1649